

MADERA COUNTY

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under direction (Code Enforcement Officer I) or general direction (Code Enforcement Officer II), to perform inspection and enforcement work related to Codes and Ordinances such as Zoning, Nuisance Abatement, Housing, Signs, Noise, and Business License; to inform public of Code regulations and violations; and to do related work as required.

SUPERVISION EXERCISED

Code Enforcement Officer I

Exercises no supervision.

Code Enforcement Officer II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I- This is the entry-level in the Code Enforcement Officer class series. Positions at this level usually perform most of the duties required of the position at the Code Enforcement Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Code Enforcement Officer II- This is the full, journey level in the Code Enforcement Officer class series. Positions at this level are distinguished from the Code Enforcement Officer I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Code Enforcement Officer II level are normally filled by advancement from the Code Enforcement Officer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Code Enforcement Officer II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides the public with information on land use and zoning codes, laws, regulations, and ordinances affecting construction and land use proposals; conducts field checks; investigates citizen complaints related to State and County codes and ordinances; enforces zoning and land use regulations; coordinates activities with other regulatory agencies having jurisdiction within the County; issues warning notices, notices to appear, and citations to violators; develops and implements effective public education strategies concerning codes and ordinances; plans, interprets, and make presentations to community groups and businesses; presents cases before the Planning Commission and Board of Supervisors as needed; prepares reports and conducts code enforcement surveys; assists the County Counsel's Office in research and case preparation; testifies in court when needed; may be required to work non-traditional work hours, including, evenings and weekends.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Statistical and research methods that apply to the collection and tabulation of data.
Graphic illustration and presentation techniques.
Basic mathematics.
Basic principles, methods, and techniques used in code enforcement investigations.
Proper English usage, spelling, grammar, and punctuation.
Report compilation and writing.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn basic principles, practices, and trends of code enforcement and civil process.
Learn the operations, functions, services, and activities of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning and code enforcement.

Ability to:

- Learn pertinent Federal, State, and local laws, ordinances, and regulations including those affecting zoning, nuisance abatement, housing, signs, noise, business license and property maintenance.
- Learn, interpret and apply zoning ordinances, basic construction practices, building standards, nuisance abatement and housing codes.
- Explain planning policies, zoning ordinances, land use regulations, and other applicable codes and ordinances to the public and in court.
- Enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, housing, signs, noise, and business licenses.
- Collect, analyze, and compile statistical, and related information pertaining to the collection and tabulation of data affecting code enforcement.
- Prepare comprehensive and concise reports.
- Prepare charts, maps, and other graphic presentations.
- Make presentations before certain governmental bodies.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of increasingly responsible experience working with codes, regulations and ordinances related to building, zoning, land use or similar issues that would demonstrate the attainment of the knowledge, skills and abilities.

Possession of a current valid Basic P.O.S.T. certificate or an academy completion certificate issued by a P.O.S.T. certified basic academy may substitute for the required experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, building trade, law enforcement, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Code Enforcement Officer II

In addition to the qualifications for a Code Enforcement Officer I:

Knowledge of:

Pertinent Federal, State, and local laws, ordinances, and regulations including those affecting zoning, nuisance abatement, housing, signs, noise, business license and property maintenance.

Operations, functions, services, and activities of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning and code enforcement.

Principles, practices and trends of code enforcement and civil process.

Principles, methods, and techniques used in code enforcement investigations.

Ability to:

Interpret and apply zoning ordinances, basic construction practices, building standards, nuisance abatement and housing codes.

Independently perform the full range of code enforcement duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible work experience in the enforcement of codes, regulations and ordinances related to building, zoning, land use or similar issues that would demonstrate the attainment of the knowledge, skills and abilities.

Possession of a current valid Basic P.O.S.T. certificate or an academy completion certificate issued by a P.O.S.T. certified basic academy may substitute for one year of the required experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, building trade, law enforcement, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: October, 1998
January, 2008- Title Change & Amendment